

Originally Processed With FOIA(s):  
2007-0753-F

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# FOIA MARKER

**This is not a textual record. This is used as an administrative marker by the George Bush Presidential Library Staff.**

---

**Record Group/Collection:** George H.W. Bush Presidential Records  
**Collection/Office of Origin:** Advance, White House Office of  
**Series:** Hazelrigg, Peggy, Files  
**Subseries:**

---

**OA/ID Number:** CF01859  
**Folder ID Number:** CF01859-001

---

**Folder Title:**  
[Binder]: Oasis Reference Manual

---

Stack:	Row:	Section:	Shelf:	Position:
V	3	1	1	1

---

## INFORMATION MANAGEMENT\*

**IM** Information Management provides options to **Read** or **Print**:

White House News Summary (**NS**)

Associated Press (**AP**)

United Press International (**UPI**)

Legislative News (**LN**)

HotLine (**HL**)

Dow Jones (**DJ**)

Department of the Treasury Reports (**DTR**)

## PERSONNEL DIRECTORIES

**DIR** Provides access to directories, including the EOP Directory

- At the submenu, enter **EOP**. When prompted for Full Name, enter the first few letters of the last name.
- Enter **CR** to request changes to the EOP Directory.
- At the submenu, enter **PER** to create a Personal Rolodex of telephone numbers.

## DESK MANAGEMENT

**DM** Desk Management options help you manage your work day. **Time Management** lets you create and edit, your personal calendar and tasks.

- At the submenu, select **EV** to schedule events on your calendar.
- To schedule a "To Do" list, select **T** for **Tasks**.
- To record and send electronic telephone messages, type **Phone** and press **<ENTER>**.

\* Executive Services Only

## BULLETIN BOARD

**BB** Contains special announcements and a schedule of classroom training.

- For information on submitting a Bulletin Board message, please call x4982.

## WORDPROCESSING\*

**EWP** This option provides wordprocessing capabilities. The same functions and keystrokes apply within electronic messaging.

Function	Keystrokes
Advance	<Keypad 0>
Backup	<Keypad 1>
Beginning/Line	GOLD <--
Bold	<Keypad 6>
Delete Bold	GOLD < keypad 6>
Bottom Document	GOLD B
Center	GOLD C
Cut	<Delete> (with SELECT)
Date and Time	GOLD \
End of Line	GOLD -->
File Message	GOLD F
Find	<Home>
Get Document	GOLD G
Help	GOLD H
Interrupt Menu	GOLD I

\* Executive Services Only

## Function Keystrokes (Cont.)

Linguistic Aids	GOLD J
Line	<Keypad 2>
Menu	GOLD M
Page Marker	GOLD P
Paragraph	<Keypad 5>
Paste	<Insert>
Quit (without save)	GOLD K
Ruler	GOLD R
Select	<End> or < keypad Del (.)>
De-Select	GOLD<End>
Sentence	<Keypad 7>
Spell Check	SC
Tab	<Tab>
Tab position	<Keypad 8>
Top Document	GOLD T
Underline	<Keypad 9>
Uppercase	<Keypad 3>
Word	<Keypad 4>

*For GOLD key features, press GOLD (F1), then press key.*

*For <CTRL>key features, **hold down** <CTRL> key and press key specified.*

*For assistance, call extension 7370*

# OASIS QUICK REFERENCE GUIDE



OFFICE OF ADMINISTRATION  
SYSTEM FOR INFORMATION SERVICES

September 1990

**LOGON:** Turn on your personal computer (PC):

1. At the prompt, type your username or accept default [LAST\_F] <ENTER>.
2. Type password <ENTER>.
3. System indicates success of logon.
4. Select **A** from the OASIS Menu.

**Important:** If the Logout option does not appear on the OASIS Menu, you are not logged on to ALL-IN-1.

Please **Logout** when you leave at night.

## EOP MENU (Options)

<b>EM</b>	Electronic Messaging
<b>DIR</b>	Personnel Directories
<b>IM</b>	Information Management
<b>DM</b>	Desk Management
<b>EWP</b>	Executive Word Processing
<b>BB</b>	Bulletin Board
<b>EX</b>	Exit
<b>US</b>	User Setup
<b>TR</b>	Training

## ELECTRONIC MESSAGING

**EM** Electronic Messaging

### Basic Options

<b>C</b>	Create a mail message
<b>E</b>	Edit a message (File a READ message before editing)
<b>D</b>	Delete
<b>P</b>	Print (Accept default)
<b>R</b>	Read document highlighted on screen
<b>I</b>	Index of folders
<b>RI</b>	Recall Index
<b>RN</b>	Read New mail message
<b>A</b>	Answer mail message
<b>S</b>	Send mail message
<b>F</b>	Forward message to another user
<b>II</b>	Index Inbox (mail received)
<b>IR</b>	Index Read (mail read)
<b>IC</b>	Index Created (messages authored)
<b>IO</b>	Index Outbox (mail sent)
<b>SMP</b>	Send Message to PC
<b>SAP</b>	Send Attachment to PC

### Additional Options:

<b>DL</b>	Distribution Lists
<b>FM</b>	File Message (in user-defined folder)
<b>MAIN</b>	Return to EOP Menu
<b>NI</b>	Nicknames
<b>MH</b>	Modify Header (edit, add/delete addressees, and subject)

### ALL-IN-1 Keys

Function	Keystrokes
Clear/Erase Line	<CTRL> J
Exit ALL-IN-1	EX
Exit Screen	<Keypad 0>
Exit Training	GOLD X
GOLD (key)	F1
Help	GOLD H
Interrupt Menu	GOLD I
List Options	GOLD L
Menu	GOLD M
Previous Field	<CTRL> H
Refresh Screen	<CTRL >W
SELECT	<End> or <Keypad Del (.)>

### USER SETUP

The **US** option from the EOP Menu allows you to change your password. You may also specify working conditions.

### TRAINING

The **TR** option from the EOP menu is an on-line training tutorial to assist you in using ALL-IN-1. It is also available from selected submenus.

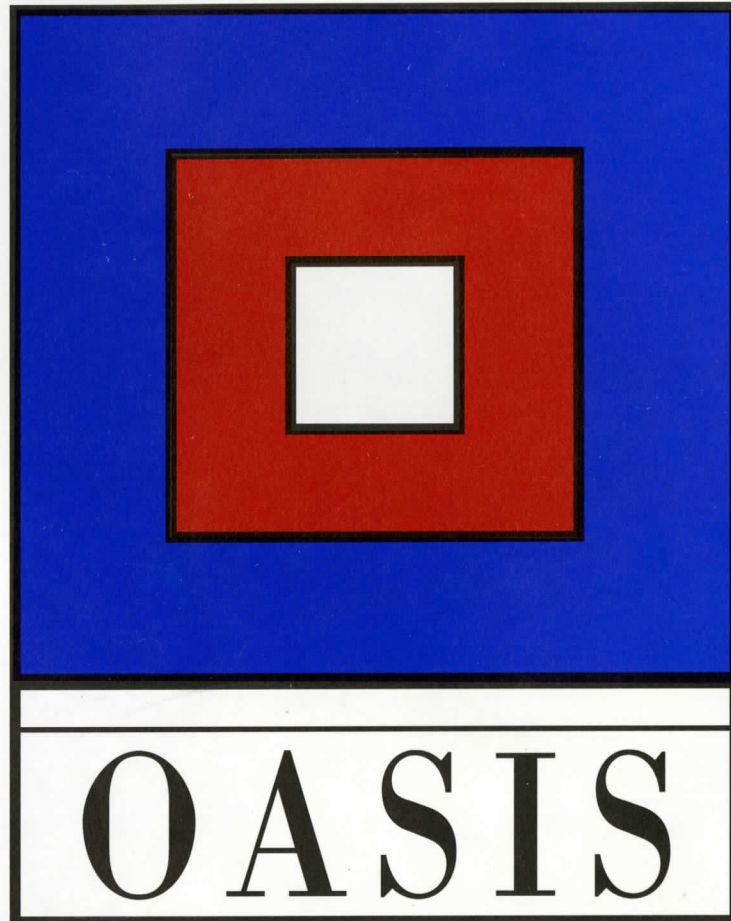
### Short Cuts/Tips

- Reduce keystrokes when accessing submenus by "stacking" selections.  
Example: **EM RN** to Read New Mail; or **EM C** to Create Mail.
- To read all new messages, enter **EM II** to select Index Inbox; enter **ALL** to select all new messages; then enter **XR** to read new messages.
- Answer, Print, or File a Message while reading the message. Enter **A,P,** or **FM** instead of **EXIT**
- To determine if you have new mail, select **U**, then **N** from OASIS Menu (PC).
- When addressing mail, enter the first few letters of the addressee's last name; press <ENTER> to display names of users and forms of address.
- To list names in the EOP Directory, press **GOLD I**, then select **EOP** <ENTER>.
- To retrieve mail in wastebasket, enter **I WASTEBASKET**, select document, then enter **RFD** to refile document.
- Create **N**icknames for sending mail messages by entering **EM NI**.
- To EXIT ALL-IN-1 from any menu, type **EX** <ENTER>.
- To make suggestions on **OASIS**, press **GOLD I** (Interrupt Menu), type **SUG**, and press <ENTER>.
- To retain mail messages, please type **RFD** and <ENTER>



# OASIS

## REFERENCE MANUAL



OFFICE OF ADMINISTRATION  
SYSTEM FOR INFORMATION SERVICES

SEPTEMBER 1990

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SYSTEM OVERVIEW

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## INTRODUCTION

Welcome to the Office of Administration System for Information Services (OASIS)!

OASIS is an office automation system specifically designed for executive and professional staff working in the Executive Office of the President (EOP) environment. It combines personal computer (PC) resources and ALL-IN-1 software running on a central computer system to perform routine daily tasks.

At the personal computer level, OASIS provides WordPerfect, File Transfer, Custom Menu options (for example, Lotus), and Utilities. Through the Utilities option, you may perform many personal computer tasks (for example, formatting a diskette) and determine if you have new mail in ALL-IN-1.

Although OASIS includes other elements, this manual addresses the ALL-IN-1 features. ALL-IN-1 is a commercially-available software product, extensively tailored to meet EOP needs. Through the use of ALL-IN-1, you will be able to:

- Send electronic messages and receive messages from other OASIS users;
- Transfer files from your personal computer to another OASIS user;
- Access the EOP Directory;
- Keep up-to-date on major events;
- Maintain a calendar of events and tasks; and
- Perform word processing.

This manual serves as a quick reference document to guide you through some of the most popular features of this system. It covers the procedures you need to begin working productively in the OASIS environment.

This section of the manual provides an introduction to the features available through ALL-IN-1.

---

## LOGGING ON

ALL-IN-1 runs on a central computer system and it is necessary to log on to take advantage of its features. Your PC communicates with the central computer system through a link established at the time you log on to OASIS. When you log on, OASIS connects you to the central computer system where ALL-IN-1 resides.

To log on:

- Turn on your personal computer.
- At the prompt, type your username **LAST\_F** or press **<ENTER>** to accept the name displayed.
- Type your password and **<ENTER>**. Your OASIS Menu displays.

### Important

If you do not see the "Logout" option on your OASIS Menu, you are not connected to the central computer system.

- From the OASIS Menu, type **A** to access ALL-IN-1.

Upon successful log on, the system displays the Executive Office of the President Menu, referred to hereafter as the EOP Main Menu.

EXECUTIVE OFFICE OF THE PRESIDENT			
EM	Electronic Messaging		
IM	Information Management		
DIR	Personnel Directories	US	User Setup
DM	Desk Management	TR	Training
EWP	Executive Word Processing		
BB	Bulletin Board		
EX	Exit ALL-IN-1		
Choose option and press ENTER			

---

**ALL-IN-1  
FEATURES**

The services described below are available through ALL-IN-1. Those features marked with an asterisk (\*) are not available to professional users.

- **EM**                      Electronic **M**essaging allows you to communicate with other OASIS users. You can use this facility to create, revise, store, send, receive, forward, and answer mail messages.
- **DIR**                      Personnel **D**irectories allow you to look up the names and electronic mail addresses of other OASIS users on the EOP Network. The EOP Directory, which provides the organization, room number, and telephone number of all EOP staff, is available under this option. You may also create your own personal rolodex and maintain it for ready reference.
- **IM\***                      Information **M**anagement provides news and other current information with options to **R**ead or **P**rint.

- **DM**                      **Desk Management** options help you manage your work day. **Time Management** services allow you to schedule meetings as well as maintain and print a personal calendar by day, week or month. The calendar consists of events and tasks. An on-line calculator and phone messaging system are available.
  
  - **EWP\***                    **Executive Word Processing** allows you to prepare, store, and print documents while logged on to ALL-IN-1 using the editor provided on the central computer system.
  
  - **BB**                        The **Bulletin Board** contains special announcements to OASIS users and a schedule of classroom training. When you log on to ALL-IN-1, an announcement appears on your screen. To review all announcements, select **BB** from the EOP Main Menu.  
  
If you have a special announcement to post on the electronic **Bulletin Board** for OASIS users, please call telephone extension 4982.
  
  - **US**                        **User Setup** offers a number of special functions, including the ability to change your OASIS password. The system requires you to change your password every 30 days to make sure unauthorized individuals cannot gain access to your information.  
  
You may also list information about your ALL-IN-1 account and **Set Working Conditions**. These working conditions control your calendar of events and other conditions within ALL-IN-1.
  
  - **TR**                        The **TR**aining option is an on-line tutorial to assist you in learning about the capabilities of ALL-IN-1.  
  
To exit on-line tutorials, press **GOLD (F1) X**.
-

**HELP, TUTORIALS,  
AND CLASSES**

---

One of the advantages of OASIS is that you will be able to use it right away. On-line tutorials and Help screens are available to assist you.

Formal training is available through the Computer Support Center, Room 483 OEOB. Please check the Bulletin Board (Option **BB** from the EOP Main Menu) for class schedules, or call extension 7370 to register for class.

If you have a problem or need special assistance, please contact the Help Desk at extension 7370.

---

**Moving Between  
Submenus**

ALL-IN-1 has a menu tree structure which moves you from one menu to the next based on the selections you choose.

There are several valid procedures for accessing specific features of ALL-IN-1:

- From any submenu, type **MAIN** and press **<ENTER>** to return to the EOP Main Menu.
- You can record a telephone message for another OASIS user from any menu by typing **PH** and pressing **<ENTER>**.
- File Cabinet options are available from the Electronic Messaging submenu and the Executive Word Processing submenu.
- Use **GOLD I** to interrupt the current task and to access other ALL-IN-1 features.
- Some subsystems are available from all menus: Nickname (**NI**), Distribution Lists (**DL**), Electronic Messaging (**EM**), Information Management (**IM**) and Calculator (**CA**).

more...

Some submenu screens display **more...** in the lower right corner. This means that more options are available by pressing **<Page Down>** (NEXT SCREEN).

---

**STACKING  
ALL-IN-1  
COMMANDS**

Within ALL-IN-1, you can "stack" commands to bypass the menu hierarchy by entering commands in sequence separated by a space.

Examples:

From the EOP Main Menu, type **EM RN** to read new mail in your Inbox. This option allows you to read only one message.

From the EOP Main Menu, type **EM II ALL XR** and press **<ENTER>** to read all new mail received.

---

**FORMS AND  
FIELDS**

ALL-IN-1 uses a number of forms which contain fields through which you provide information. The form may be compared to a blank form which you must fill out to request actions. On each form, a specific line of information about a particular task is a "field." Some fields, such as the TO: field when creating an electronic message, require completion. Other fields, such as CC: when creating a message, are optional.

While editing a form, use the following keys:

- **CTRL H** to move to the previous field;
- **CTRL J** to clear the present field;
- **<Tab>** to advance the cursor to the next field on the form;
- **<ENTER>** to let ALL-IN-1 know the information is complete;
- **<Keypad 0>** to exit the form without storing the new information;
- **GOLD L** to list choices for a particular field; and

- **GOLD H** to receive help on a particular field.

You may also use **<ARROW KEYS>** to move the cursor and **<Backspace>** to edit fields while completing a form.

---

**CLEAR SCREEN**

Use **<CTRL> W** to clear the screen of mail receipt notifications.

Example:

ALL-IN-1 notifies you when you receive an electronic message. To clear the screen of this mail notification, hold down **<CTRL>** and press **W**.

---

**ELECTRONIC  
FOLDER INDEX**

To view an Index of Messages (and folders), type **I** at the Electronic Messaging Menu. Press **<ENTER>**. To clear the FOLDER field press **<CTRL J>**, type the name of the desired folder and press **<ENTER>**. Provide as much information as possible about the author, title, etc., to limit your search. Press **<ENTER>**.

---

**INTERRUPT**

The "Interrupt" feature is available at any time from ALL-IN-1 screens and the editor. It allows you to interrupt the current task to access other frequently-used features. By pressing **GOLD I**, the system displays the Interrupt Menu.

INTERRUPT MENU			
EOP	EOP Directory		
DC	Desk Calculator		
SMD	Search Mail Directory		
RN	Read New Mail Messages		
TM	Time Management		
SUG	OASIS Suggestion Box	TR	OASIS Suggestion Box Training
PH	Phone Messaging		
Enter selection and press ENTER			

After using the Interrupt Menu, the system returns to the point of interruption.

---

**GOLD MENU**

ALL-IN-1 provides options which are available from some electronic messaging and word processing screens. To view available options, press **GOLD M**.

---

**CURRENT ITEM  
BLOCK**

Before you can read, print, edit, or delete an item in ALL-IN-1, the item or document must be the Current Item highlighted in the block located at the upper right corner of your screen. Use the **SEL** option from the Electronic Messaging and Executive Word Processing submenus to change to a different selection.

To select an item from a submenu, type **SEL** and press **<ENTER>**. If you cannot remember the exact information to enter in a field, press **GOLD L** to list options. Type the line number that contains the item you want to select and press **<ENTER>**.

While viewing an electronic folder, you may also move the cursor to the desired item and press **<End>** to select that item.

---

**LIST VALID  
ENTRIES**

**FIND <Home>** produces a list of all valid entries for a particular field. If you are not sure of the information to enter, press **<Home>** to see a list of options. (This is the same as **GOLD L**.)

---

**ON-LINE  
TUTORIALS**

The on-line **TRaining** option provides training on many of the features of **ALL-IN-1**, depending on your location within a menu. **TRaining** is available from the **EOP Main Menu** and from selected submenus.

To exit **TRaining**, press **GOLD X**.

---

**HELP**

In addition to on-line tutorials, **ALL-IN-1** provides an extensive **HELP** system. When you need help while using **ALL-IN-1**, press **GOLD H** for options.

While in the editing mode (creating a mail message or a document), pressing **GOLD H** displays the PC keyboard map. Use this map to locate keys to perform specific functions.

---

**SUGGESTIONS**

We encourage you to use the on-line "Suggestion Box" to help us better meet your needs. To make a suggestion, press **GOLD I** for the Interrupt Menu, type **SUG** and press **<ENTER>**. You have the option of making suggestions anonymously.

---

**EXIT**

---

You may exit ALL-IN-1 from any submenu by typing **EX** and pressing **<ENTER>**. This returns you to the personal computer environment.

To exit a form without saving, press **<Keypad 0>**.

**IMPORTANT REMINDER:**

Please select **Logout** from the OASIS Menu when you leave at night or leave your work station for an extended period of time. This protects your information from unauthorized access and enables the performance of nightly system housekeeping functions.

---

---

ELECTRONIC MESSAGING

---

**INTRODUCTION**

The Electronic Messaging (EM) feature of ALL-IN-1 lets you create and send mail to other OASIS users. It is a fast and easy way to communicate with others and to transfer personal computer files.

This section provides a quick review of Electronic Messaging to enable you to benefit from its features right away.

For information on transferring personal computer files to another user, please refer to the section on File Transfer.

---

**ACCESSING  
ELECTRONIC MAIL**

After logging on to ALL-IN-1, select EM from the EOP Menu and press <ENTER> to display the Electronic Messaging Menu.

ELECTRONIC MESSAGING

SEL    Select Message	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Folder: Title: Author: Date:                      Sent on: Number:                    Status:</div>
C    Create	
E    Edit	
D    Delete	
P    Print	
R    Read	
I    Index	II    Index - Inbox
R    Recall Index	IR    Index - Read
	IC    Index - Created
RN   Read New Mail	IO    Index - Outbox
A    Answer	TR    Training
S    Send	
F    Forward	SMP   Send Message to PC
	SAP   Send Attachment to PC

Choose option and press ENTER  
or press PAGE DOWN for more options                      (more...)

**CURRENT ITEM  
BLOCK**

The Current Item Block is the highlighted area in the upper right corner of the Electronic Messaging Menu. Before you can read, print, edit, or delete an item in ALL-IN-1, you must first **SE**lect the item.

---

**Selecting the  
Current Item**

To **SE**lect an item, type **SEL** from the Electronic Messaging Menu and press **<ENTER>**. ALL-IN-1 displays the current folder. Press **<Home>** to display an index of the current folder. Type the number of the item you wish to select.

To **SE**lect a different folder, hold down **<CTRL>** and press **H** to move the cursor to the Folder field. Hold down **<CTRL>** and press **J** to clear the field. Type the name of the folder desired and press **<Tab>**. Press **<Home>** to display the folder index. Type the line number of the item desired and press **<ENTER>**.

---

**ELECTRONIC  
MESSAGING MENU**

There are three screens of options in the Electronic Messaging Menu. An explanation of the choices on the first screen and selected choices from subsequent screens follows. Please note the Electronic Messaging screen displays **more...** in the lower right corner. To display additional options, press **<Page Down>** (NEXT SCREEN). Any command may be selected from the menu, even if it is not on the screen currently displayed.

---

**ENTERING  
USER NAMES**

The format for entering names is:

**LAST\_F**

It is not necessary to type the name as indicated above; type the first few characters of the last name in the TO: or CC: field and press **<ENTER>**. The system displays a list of valid user names. Type the line number of the user you want to select and press **<ENTER>**.

---

**ELECTRONIC FILE  
FOLDERS**

ALL-IN-1 files electronic copies of mail messages and documents in five (5) temporary file folders. They are temporary folders because the ALL-IN-1 Mail Janitor periodically removes items placed in these folders.

---

**Inbox Folder**

The INBOX folder contains all new mail messages. Once you read your messages, ALL-IN-1 moves these messages to your READ folder.

Important:

The ALL-IN-1 Mail Janitor places **unopened** mail from your INBOX folder into the WASTEBASKET after 28 days.

---

**Read Folder**

ALL-IN-1 temporarily stores messages you read in the READ folder. To retain these messages longer than 14 days, you must refile them in a personal folder.

Example:

To refile a message to a folder named "XYZ," SELECT the item from the appropriate index by pointing the cursor to the item and pressing the <End> key. Type RFD to ReFile Document and press <ENTER>. For the folder name, type XYZ and press <ENTER>.

---

**Created Folder**

The CREATED folder contains messages created but not mailed or filed. Once you send a message, ALL-IN-1 removes it from your CREATED folder and places it in your OUTBOX folder. The system deletes the message after 14 days unless you refile the message.

---

**Outbox Folder**

When you mail a message, ALL-IN-1 places a copy in your OUTBOX folder. The system deletes the message after 14 days unless you refile the message.

---

**Wastebasket  
Folder**

---

When you delete a message, ALL-IN-1 places the deleted message in your WASTEBASKET folder. The ALL-IN-1 Mail Janitor empties the WASTEBASKET on Tuesdays, Thursdays, and Saturdays. Once the Mail Janitor empties your wastebasket, you cannot retrieve these items.

**Reminder:**

You may wish to review the contents of your wastebasket periodically by typing **I W** (Wastebasket) and pressing **<ENTER>**. To retain an item previously deleted, press **<End>** to **SELECT** the item, type **RFD** and **<ENTER>**.

Although the Mail Janitor empties your wastebasket regularly, you may wish to empty it occasionally. From any Electronic Messaging submenu, type **EW** and press **<ENTER>**.

---

## COMMANDS

Some of the commands available from the Electronic Messaging Menu follow.

---

## Create

To Create a message, type **C** and press **<ENTER>** to display a blank Message Header. The Message Header asks you to "Enter the name of one or more addressees" at the **TO:** field. After each name typed, press **<ENTER>**. If you wish to send a **CC:** to another OASIS user, press the **<Tab>** key to move the cursor to the **CC:** portion of the form. Enter the names of users you want to receive a copy of the message. Press **<Tab>** again to place the cursor on the **Subject:** line and type the subject of the message.

If you wish **ALL-IN-1** to notify you when the addressee reads your message, **<Tab>** to the "Read Receipt" field and type **yes**. Press **<ENTER>** to display a blank screen with a margin ruler at the top.

Type the text of your message and press **GOLD F** to save it. **ALL-IN-1** files your message in the **CREATED** folder and returns you to the **EM Menu**.

Tip: If you wish to quit without saving, press **GOLD K**.

Please note the highlighted area (Current Item) in the upper right portion of your screen contains the message you created. The status of your message indicates it is **UNSENT**. You may still **Edit** the message before you send it by typing **E** and pressing **<ENTER>**. You may also edit the addressees or change the subject by typing **MH** to **Modify Header** and pressing **<ENTER>**. When you are ready to **Send** the message, type **S** and press **<ENTER>**. The status of your message changes to **SENT**.

Example:

To test EM, create and send a message to yourself by entering **ME** (a default nickname for each user) in the TO: field. Press **<ENTER>** and ALL-IN-1 displays your username. Use the **<Tab>** key to move to the Subject: line and enter subject. Create a message and press **GOLD F** to save the message. When you return to the EM Menu, press **S** and **<ENTER>** to send. The system displays a message at the top of your screen indicating new mail. Type **RN** and press **<ENTER>** to Read New mail.

---

**Edit**

The **Edit** option allows you to modify a document or message previously created, but unsent. To edit an item displayed in your Current Item Block, type **E** and press **<ENTER>**.

---

**Delete**

Use the **Delete** option to erase an item from your electronic file folders. To delete the item highlighted in your Current Item Block, type **D** and press **<ENTER>**.

ALL-IN-1 places deleted items in the **WASTEBASKET** where they are completely erased by the system every Tuesday, Thursday, and Saturday. Once erased by the system, they are irretrievable.

If you want to retain an item that is still in your wastebasket, display the contents of the wastebasket by typing **I W** (Wastebasket). ALL-IN-1 provides an **INDEX** of your wastebasket contents. **SELECT** the item you wish to retain by moving the cursor to the item and pressing **<End>**. Type **RFD** to refile it in a personal folder.

Tip: To delete multiple messages from an **INDEX**, use the **<ARROW KEYS>** to point the cursor to the desired messages. Press **<End>** to **SELECT** each message. An "x" appears next to all items selected. Type **XD** and press **<ENTER>**.

---

**Print**

Messages and documents may be printed by your locally-connected printer. To print your current item, type **P** and press **<ENTER>**. ALL-IN-1 displays a form showing your local printer specifications. Press **<ENTER>** again to print at that destination.

Tip: To print multiple messages from your INDEX, use **<ARROW KEYS>** to point to the desired messages. Press **<End>** to SELECT each message. An "x" appears next to all items selected. Type **XP** and press **<ENTER>**. Press **<ENTER>** again to accept the default printer.

---

**Read**

Use the **Read** option to display the contents of the item displayed in your Current Item Block.

Tip: You will not be able to edit the item while in this mode. If you wish to use the **Edit** option, first type **RFD** to refile the item in your personal folder.

---

**Index**

Use the **Index** option to display a list (or index) of the items in your file folders. ALL-IN-1 prompts you to enter information to use as search criteria. To display all of the messages in a specific folder, type the name of the folder and press **<ENTER>**.

You may use any of the index options located below the Current Item Block (**II** - Index Inbox, **IR** - Index Read, **IC** - Index Created, or **IO** - Index Outbox) to display a list of items in these temporary file folders.

---

**Recall Index**

Use this option to **Recall** the last Index accessed. Type **RI** and press **<ENTER>**.

---

**Read New Mail**

ALL-IN-1 stores all incoming mail in your INBOX folder. To read the message waiting for you, type **RN** and press **<ENTER>**.

If the message is more than 24 lines, press **<ENTER>** until the "BOTTOM" of your message appears on the screen.

Tip: Before exiting the message, you may wish to consider these options:

- Select **P** to **Print** a hard copy;
- Select **FM** to **File the Message** in a folder you create;
- Select **D** to **Delete** the message; or
- Select **A** to **Answer** the message.

When you exit your message, the EM Menu displays additional options.

---

**Read New Mail  
(Multiple Messages)**

When you receive multiple messages, you may wish to read all of them quickly:

- Select **Index Inbox (II)** from the EM Menu;
- When your Inbox Index appears, type **ALL** to select all messages and press **<ENTER>**;
- Type **XR** to read all incoming mail.

Tip: You can stack these commands. From the EOP Main Menu, type **EM II ALL XR**.

---

**Answer**

The **Answer** option creates a response to the message specified in the Current Item Block.

ALL-IN-1 prompts you as to whether your reply is to the sender of the message (addressee), or to the sender and all persons who received copies. If you choose **S**, only the **Sender** receives your reply; **A** sends response to the sender and **All** addressees.

After typing your response, press **GOLD F** to file it. ALL-IN-1 asks whether you want to send the message. Answer **Y** to send or **N** to perform further editing on the message.

---

**Send**

Use **Send** to mail the current electronic message.

---

**Forward**

The **Forward** option lets you forward received mail to other individuals. ALL-IN-1 prompts you to see if you want to add a cover note. If you do not, type **N** and press **<ENTER>**.

---

**Distribution Lists**

The **Distribution List** option lets you create a mailing list for sending mail on a recurring basis to the same group of people. Only the person who creates the **Distribution List** may use it.

From any submenu, type **DL** and press **<ENTER>**. Create your distribution list by typing the name followed by a colon (:). Type the names of the OASIS users you want to include on the list.

When you want to send mail to all individuals on this list, select **EM C** to create your message and use the group name for the address.

Example:

To create a list named "group," type **DL C** and press **<ENTER>**. Type **GROUP:** and press **<ENTER>**.

To use the distribution list, type **GROUP** at the **TO:** field of the message header.

---

**Nicknames**

Develop short forms of OASIS user names by creating **N**icknames. Only the person who creates the **N**ickname may use it.

From the Electronic Messaging Menu, type **NI** and press **<ENTER>**. Select **C** to create **N**icknames.

Example:

To create a nickname for an OASIS user, access the Nickname Management Menu by typing **NI C** and pressing **<ENTER>**. If the OASIS username is **DAYS\_H** and you want to address the user as "Happy," type **Happy** in the Nickname field. For the Mail Address, you must enter **DAYS\_H**. Press **<ENTER>**. OASIS forwards all mail which you address to "Happy" to the valid username, in this case, **DAYS\_H**.

---

**Spell Check**

You can perform a **S**pell Check on messages or documents you create. Type **SC** at the Electronic Messaging Menu and press **<ENTER>** to perform a **S**pell Check of the message or document in the Current Item Block.

---

**Modify Header**

Use the **M**odify Header option to edit, add or delete addressees, or to change the subject of a **C**REATED message. From the Electronic Messaging Menu, type **MH** and press **<ENTER>**.

---

**File Message**

Type **FM** and press **<ENTER>** to file a message in your personal file folder.

Tip: To file multiple messages, press **<End>** to **S**ELECT desired messages from the appropriate Indexed Folder. Type **XFM** and press **<ENTER>**. Specify the Folder and **<Tab>** to the "Keywords" field to define any terms to help you recall the file. Press **<ENTER>**. **ALL-IN-1** either files messages in a folder already defined, or prompts you to create a new folder.

---

**File Cabinet**

To view the contents of your File Cabinet, type **FC** and press **<ENTER>** to see a list of options. (Please refer to the section on **FILE CABINET** for more information.)

---

**Send Message to PC**

To send the Current Item to your personal computer, type **SMP** to **Send Message to PC**. When prompted, give the item a DOS file name, a name that has 1-8 characters plus an extension.

Example:     **Myfile.txt**

To retrieve the file at the personal computer level:

- Type **W** for **WordPerfect** from the **OASIS Menu**.
- Press **F5** to **List Files** and **7** to **Change Directory**. Change to the **M:** drive by typing **M:** and pressing **<ENTER>**.
- Press **F5** to **List Files** on the **M:** drive. You may use **WordPerfect** options to copy or move the file.

Important:

You must be logged on to **ALL-IN-1** to retrieve a file from the **M:** drive.

---

**Send Attachment  
to PC**

Use the **Send Attachment to PC** for attachments or forwarded messages which you want to have sent to your personal computer. Use this option only if you have a message that specifies **ATTACHMENT**. Type **SAP** and press **<ENTER>**.

Follow the instructions for naming your text and retrieving your document, as mentioned in the preceding command (**Send Message to PC**).

---

**Auto Forward**

The **Auto Forward** option automatically forwards all your mail to another OASIS user. You can use this command to forward your new mail to another person while you are away from the office.

From any **Electronic Messaging Menu**, type **AF** and press **<ENTER>**. When the system displays the **Auto Forward** form, type the OASIS user name of the person to receive all your new mail.

**Auto Forward** remains in effect until you **Cancel Forward**. While **Auto Forward** is on, you will not receive any mail. To cancel, type **CF** and press **<ENTER>**.

---

**Auto Reply**

**Auto Reply** to store a message whenever you want the system to send that message to all OASIS users who send you mail. For example, "I will be out of the office next week."

Creating an Auto Reply: From any **Electronic Messaging Menu**, type **AR** and press **<ENTER>**. At the **Auto Reply** form, type **C** to **Create** your message. Upon completion, press **GOLD F** to file the message.

Selecting a Reply: Type **SEL** and press **<ENTER>**. Complete the fields on the **Select Message** form and press **<ENTER>**.

**Auto Reply** remains in effect until you **Cancel Reply**. To cancel, type **CF** and press **<ENTER>**.

---

FILE TRANSFER

---

**INTRODUCTION**

The File Transfer option on the OASIS Main Menu allows you to take a WordPerfect document and send it as a Text Message to ALL-IN-1. You may also send Data Files from one PC to another PC.

Type F from the OASIS Menu to use File Transfer. You must be logged on to the ALL-IN-1 system.

---

**TRANSFER A  
DATA FILE**

Send a copy of a Data File (WordPerfect, Lotus, ASCII, or any DOS file) to another OASIS user.

- Type D and press <ENTER> from the File Transfer Menu.
- Press <ENTER> to transfer the file displayed,

or

- Press <CTRL> J to clear the field. Type the Path and File Name and press <ENTER>.

Example: C:\MYDIR\filename.dat

- Type the name(s) of the user(s) to receive the file and press <ENTER>.
- <Tab> to the Subject field, type the name of the subject and press <ENTER>.
- The File Transfer Menu displays available options. Type S and press <ENTER> to send the file.
- Press <Keypad 0> to exit.

OASIS notifies the recipient of a file, "You have received a new WordPerfect file named M:\filename."

---

**RETRIEVE  
DATA FILES**

Use WordPerfect to retrieve transferred Data Files from the M: drive of the central computer system.

- Type **W** to select WordPerfect from the OASIS Menu.
- Press <F5> to List Files and 7 to Change Directory. Change to the M: drive on the central computer system by typing M: and pressing <ENTER>.
- Press <F5> to List Files on the M: drive. You may use WordPerfect options to retrieve, print, copy or move the file.

**Important:**

You must be logged on to ALL-IN-1 to retrieve a file from the M: drive.

---

**SEND A TEXT  
MESSAGE**

Use the Text Message option to send the text of a WordPerfect document as an ALL-IN-1 mail message.

- From the File Transfer Menu, type **T** and press **<ENTER>**.
- Press **<ENTER>** to transfer the file displayed (the newest file in the directory),

or

- Press **<CTRL> J** to clear the field. Type the Path and File Name and press **<ENTER>**.

Example: C:\MYDIR\filename.ext

- Type the name(s) of the user(s) to receive the file and press **<ENTER>**.
  - **<Tab>** to the Subject field, type the name of the subject and press **<ENTER>**.
  - Type **S** and press **<ENTER>** to send the file.
  - Press **<Keypad 0>** to exit.
-

---

**FILE CABINET**

---

**INTRODUCTION**

ALL-IN-1 uses a File Cabinet to organize individual folders and documents. It identifies each folder by folder name.

---

**File Cabinet**

Type **FC** and press **<ENTER>** to access the File Cabinet from any ALL-IN-1 Menu. The File Cabinet option lets you store and retrieve documents and messages created, sent, received and saved.

The File Cabinet stores your documents in either the temporary folders used by ALL-IN-1 or folders created by you.

---

**Select**

Type **SEL** and press **<ENTER>** to select a folder. The system displays a form to Select Current Document. If you want to change the name of the folder, use **<CTRL> H** to move the cursor to the folder field. Press **<CTRL> J** to clear the field. Type the name of the folder and press **<ENTER>**.

---

**Locate**

Type **L** and press **<ENTER>** from the File Cabinet Menu. Use the following commands to Locate folders and documents contained in the File Cabinet.

- **TC** Top of cabinet
  - **NF** Next folder
  - **N** Next in folder
  - **NN** Next of same number
  - **NT** Next of same title
  - **TF** Top of folder
-

**Refile  
Document**

---

Type **RFD** to **R**efile a **D**ocument from one folder to another folder with the option of renaming the document.

- Type **RFD** and press **<ENTER>**.
  - Type new folder name and **<Tab>**.
  - Type new document name and press **<ENTER>**.
- 

**Make Copy  
of Document**

Type **MCD** to **M**ake a **C**opy of a **D**ocument for the same or a different folder.

- Type **MCD** and press **<ENTER>**.
  - Type new folder name and **<Tab>**.
  - Type new document name and press **<ENTER>**.
- 

**Cross-file  
Document**

Type **XFD** to **C**ross-File a **D**ocument. You will be able to select the file using either folder name. However, only one copy of the document exists.

- Type **XFD** and press **<ENTER>**.
  - Type new folder name and press **<ENTER>**.
-

**Empty  
Wastebasket**

---

Type **EW** to Empty the Wastebasket of old ALL-IN-1 documents and messages.

- Type **EW** and press **<ENTER>**.
- Answer **Y** to delete and press **<ENTER>**.

Tip: Before exercising this option, please make sure you do not want to keep any messages or documents that are in the wastebasket. Once you exercise this option, items emptied are irretrievable.

---

**List Folders**

The List Folders option allows you to see all of the folders in your File Cabinet, with a breakdown of the number of documents. Type **LF** and press **<ENTER>**.

---

**Print Index**

The Print Index option allows you to print a list of documents in your File Cabinet. Type **PI** and press **<ENTER>**.

---

**File Cabinet  
Organization**

The File Cabinet Organization allows you to reorganize your File Cabinet. Type **FCO** and press **<ENTER>**.

---

**Delete Folder**

The Delete Folder option allows you to delete all documents in the current folder from your File Cabinet. Type **DF** and press **<ENTER>**.

---

EXECUTIVE WORD PROCESSING  
(Executive Services Only)

---

INTRODUCTION

The Executive Word Processing option from the EOP Main Menu provides full-functioning word processing capability using the central computer system. The editing commands used in word processing also apply when you are creating an electronic message.

Type **EWP** and press **<ENTER>** for selections from the Executive Word Processing Menu.

EXECUTIVE WORD PROCESSING

SEL Select  C Create E Edit D Delete P Print R Read I Index RI Recall Index  S Send  TR Training	Folder: Title: Date:                      Modified on: Number:                    Status:
--	--

Choose option and press ENTER,  
or press PAGE DOWN for more options                      (more...)

This section provides an introduction to word processing features. To take full advantage of all word processing capabilities, please call extension 7370 to register for classroom instruction.

---

**CURRENT ITEM  
BLOCK**

The Current Item Block is the highlighted area in the upper right corner of the Executive Word Processing Menu. It displays the Folder, Title, Date, Modified on, Number, and Status. In order to edit a previously-created document, you must first **SE**lect the item. After the document displays in the Current Item Block, you may perform any of the functions listed on the Word Processing Menu: Edit, Delete, Read, or Print.

---

**COMMANDS**

Some of the commands available from the Executive Word Processing Menu follow.

---

**Select**

The **SE**lect option lets you choose your document and work on it. From the Executive Word Processing Menu, type **SEL** and press **<ENTER>**. Once you select your document, ALL-IN-1 displays it in the Current Item Block. Use the options listed on the Executive Word Processing Menu (edit, print, etc.) to work on your document.

Tip: Use the **SELECT** option to work with documents previously created.

---

**Create**

To Create a document, type **C** and press **<ENTER>**. ALL-IN-1 displays a form for naming the **FOLDER**, **TITLE**, and **KEYWORDS** in your document. You must specify the **FOLDER** and **TITLE**; **KEYWORDS** are optional.

While working in this form:

- Use the **<Tab>** key to move forward to the next field;
- Hold down the **<CTRL>** key and press **H** to move backward to the previous field; and
- Hold down the **<CTRL>** key and press **J** to clear the field.

Upon completion of the above information, ALL-IN-1 provides an

editing screen which shows the "TOP" of document marker and a margin ruler.

**Important:**

After entering your text, press **GOLD F** to file (save) your document. You can quit without saving by pressing **GOLD K**.

Please file word processing documents in a user-defined folder. From the Word Processing Menu, type **RFD** and press **<ENTER>** to file your document.

---

**Edit**

The **Edit** option allows you to modify a document or message previously created. To edit an item displayed in your Current Item Block, type **E** and press **<ENTER>**.

---

**Delete**

Use the **Delete** option to erase the current item from your data file. When you type **D** and press **<ENTER>**, **ALL-IN-1** prompts you to verify deletion of the file selected. (The option for verification of deletion can be turned off under the **User Setup SWC** option.)

---

**Print**

The **Print** option allows you to print a copy of the document or message selected to your locally-connected printer. To print the item in your Current Item Block, type **P** and press **<ENTER>**. If you do not see your printer type listed, choose the **PORT** option for a standard printer.

You may also press **<CTRL> J** to clear the **DOCUMENT DESTINATION**, then press **<CTRL> L** to list your printer selections.

---

**Read**

The **Read** option allows you to display the Current Item. You cannot edit the item from the **Read** option. To view the contents of the Current Item, type **R** and press **<ENTER>**.

---

**Index**

Use the **Index** option to display a list (or index) of items in your electronic file cabinet. **ALL-IN-1** displays an **Index** form and prompts you to enter information for use as search criteria. To display all of the messages in a specific folder, type the name of the folder and press **<ENTER>**.

While working in this form:

- Use the **<Tab>** key to move forward to the next field;
  - Hold down the **<CTRL>** key and press **H** to move backward to the previous field; and
  - Hold down the **<CTRL>** key and press **J** to clear the field.
- 

**Recall Index**

Use this option to **Recall** an **Index** previously accessed. Type **RI** and press **<ENTER>**.

---

**Send**

After creating a document using the word processing editor, you may **Send** the document to another **ALL-IN-1** user. Please make sure the document is in the **Current Item Block**. Type **S** and press **<ENTER>**.

---

**File Cabinet**

Type FC and press <ENTER> to display the File Cabinet Menu. Use this option to manipulate and organize your documents. (Please refer to the section on File Cabinet.)

---

**EDITING  
KEYSTROKES**

While editing a document or an electronic message, perform the functions specified by entering the stipulated keystrokes.

- For GOLD key functions, press F1, then press key indicated.
- For <CTRL> key functions, hold down the <CTRL> key and press key specified.
- For keystrokes shown as <Keypad> commands, press the keys known as the "numeric keypad" located to the right of your keyboard.

Please see Appendix 2 for an explanation of functions and keystrokes.

---

DESK MANAGEMENT

---

## INTRODUCTION

The ALL-IN-1 Desk Management option helps organize tasks and work schedules.

Desk Management is divided into three submenus:

**CA** Calculations

Type **CA** and press <ENTER> to make available a calculator to help solve simple math problems.

**TM** Time Management

Type **TM** and press <ENTER> to make available Time Management options to:

- Schedule Events
- Create Tasks or "To Do Lists"
- Display Calendar
- Edit Tasks and Events while Viewing Calendar
- Print Calendars

**PH** Use **PH**one Messaging for recording incoming telephone messages. Type **PH** and press <ENTER>. After completing the message form, ALL-IN-1 sends the message to the OASIS user.

Access Desk Management by typing **DM** and pressing <ENTER> from the EOP Main Menu to gain access to both Calculations (**CA**) and Time Management (**TM**). Access **PH**one Messaging from any ALL-IN-1 Menu or by using the Interrupt Menu (**GOLD I**).

---

CALCULATIONS

Access the Desk Calculator from any menu within the system by typing **DC** and pressing **<ENTER>**. Press **GOLD <SHIFT 3>** to use the **GOLD CALCULATOR**, an abbreviated short form calculator.

---

Arithmetic  
Operators

- Enter the first number
  - Press the **+** (ADD), **-** (SUB), **/** (DIVIDE), **\*** (MULTIPLY)
  - Enter the second number
  - Press **=** to total
- 

Special  
Functions

- A** Absolute value
  - C** Clear
  - E** Clear Last Entry
  - F** Evaluate Formula
  - N** Nearest Integer
  - P** Set Decimal Places
  - R** Square Root
- 

Exit

To exit the Desk Calculator, press **GOLD Q**.

---

**TIME  
MANAGEMENT**

The **Time Management** option maintains a personal calendar by the day, week, and month. The calendar consists of a schedule of activities.

Upon completion of the appropriate form, ALL-IN-1 displays the current Event or Task in the Current Item Block on the Time Management Menu.

---

**COMMANDS  
(TIME  
MANAGEMENT)**

Some of the commands available from the Time Management Menu follow.

---

**Events**

Use **EVents** option to create, edit, schedule, and print events. Examples of Events are meetings, appointments, and schedules. Recurring Events, such as weekly meetings, can also be scheduled.

---

**Tasks**

Tasks are activities or "To Do Lists" which do not occur at a specific time and do not involve other ALL-IN-1 users. A Task automatically opens at the start date and closes the date you close the task.

---

**Events at a  
Glance**

Type **EG** to display Events at a Glance for the current day.

---

**Events Plus**

Type **EP** to display Events at a Glance in the top half of the screen in addition to a summary of the events for the week and the calendar for the month in the bottom half of the screen.

---

**Tasks at a  
Glance**

Type **TG** to display open Tasks at a Glance with due date on or before the current date.

---

**Events and  
Tasks**

Type **ET** to display a split screen of both Events at a Glance (top half) and Tasks at a Glance (bottom half) of the screen.

---

**COMMANDS  
(EVENTS)**

---

Some of the commands available from the **EV**ents Menu follow.

---

**Create**

Create **EV**ents by using the **Time Management** submenu from **Desk Management** Menu. Use the **<Tab>** key to change default or press **<ENTER>** to accept all defaults.

- Type **EV** from the **Time Management** Menu and press **<ENTER>**.
- Type **C** from **Events** and press **<ENTER>**.
- Type Date (**dd-mmm-yyyy**) and press **<Tab>**.
- Start Time (**hh mm am/pm**) and press **<Tab>**.
- End Time (**hh mm am/pm**) and press **<Tab>**.
- Type Purpose comments and press **<Tab>**.
- Confidential? **Y/N** and press **<Tab>**.
- Invite Attendees ? **Y/N** and press **<Tab>**.
- Location (if attendees) and press **<ENTER>**.

If you answered **Yes** for attendees, enter the names of attendees. Nicknames, distribution lists, and user names may be typed, followed by pressing **<ENTER>**.

---

**Edit**

To Edit the **EV**ent displayed in the Current Item Block:

- **SE**lect the Event.
- Type **E** and press **<ENTER>**.

- **<Tab>** to edit Date, Time, Purpose, and Confidentiality fields. Press **<ENTER>**.
- 

**Select**

Use **SE**Lect according to a date and time.

- **SEL** and press **<ENTER>**.
  - Type Date (**dd-mmm-yyyy**) or accept default and press **<ENTER>**.
  - Type Start Time (**hh:mm**) and press **<ENTER>**.
- 

**Index**

To Index Events:

- Type **I** and press **<ENTER>**.
  - Type field search criteria where applicable and **<Tab>** to fields.
  - Press **<ENTER>** to Index all Events.
  - Type Event number, or use the cursor to point to the desired Event, and press **<ENTER>**. You may now press **GOLD M** to see the time available to you.
- 

**Delete**

To Delete an Event:

- **SE**Lect the Event.
  - Type **D** and press **<ENTER>**.
  - Press **<ENTER>** to Delete Event,  
or
  - Press **<Keypad 0>** for no deletion.
-

**Print**

To Print an Event:

- **SE**lect the Event.
- Type **P** and press <ENTER>.
- Press <ENTER> again to accept default printer (your local printer),

or

- Select a different:  
Document destination <Tab>  
Format style <Tab>  
Number of copies <ENTER>.
- 

**Read**

To Read an Event:

- **SE**lect the Event.
  - Type **R** and press <ENTER>
-

**Schedule  
Recurring  
Events**

To schedule events that recur on a regular basis use **Schedule Recurring Events**.

- Type **SRE** and press **<ENTER>**.
- Type:
  - Start date **<Tab>**
  - Start time **<Tab>**
  - End time **<Tab>**
  - Purpose **<Tab>**
  - Confidential (Y/N) **<Tab>**
  - Invite attendees (Y/N) **<Tab>**
  - Location (if attendees) **<Tab>**.
- Enter style and press **<ENTER>**.
- Edit style **<ENTER>**.

If you answered **Yes** for attendees, enter the names of attendees. Nicknames, distribution lists, and user names may be typed, followed by pressing **<ENTER>**.

---

**Answer Meeting**

Use **AM** to **Answer a Meeting** request by another ALL-IN-1 user.

- Type **AM** and press **<ENTER>**.
- Type (Y/N) answer to meeting request **<Tab>**.
- Enter comments **<Tab>**.
- Answer (Y/N) to add memo and press **<ENTER>**.
- Create memo using the editor. Press **GOLD F** to save.

- Press **<Keypad 0>** to Exit without processing or **<ENTER>** to accept meeting.
- 

**Week's End**

Display a week's activity of tasks with the **WE (Week's End)** option from the Tasks Menu. A screen displays all Tasks for the week.

---

**Week's Grid**

Display a grid of tasks in tabular form with the **WG (Week's Grid)** option from the Tasks Menu. A screen displays a schedule of all tasks for determining time availability.

---

**Print Events and Tasks**

Use **PET** to Print the Events and the Tasks for the Day.

- Type **PET** and press **<ENTER>**.
  - Complete printing form and press **<ENTER>**.
- 

**Print Events at a Glance**

Use **PEG** to Print the Events at a Glance calendar.

- Type **PEG** and press **<ENTER>**.
  - Type the number of calendar days to cover and press **<ENTER>**.
  - Complete the printing form press **<ENTER>**.
- 

**Print Month's Calendar**

Use **PMO** to Print the **MO**nth's calendar.

- Type **PMO** and press **<ENTER>**.
  - Complete the printing form and press **<ENTER>**.
-

**Print Week's  
Events**

---

Use **PWE** to Print the **Week's Events** in expanded form.

- Type **PWE** and press **<ENTER>**.
  - Complete the printing form and press **<ENTER>**.
- 

**Print Week's  
Grid**

Use **PWG** to Print the **Week's events** in **Grid** format.

- Type **PWG** and press **<ENTER>**.
  - Complete the printing form and press **<ENTER>**.
-

**COMMANDS  
(TASKS)**

---

Some of the commands available from the Tasks Menu follow.

---

**Create**

Use **T** from the Time Management Menu to create new Tasks. Use the **<Tab>** key to move through form fields.

- From the Time Management Menu, type **T** and press **<ENTER>**.
  - Type **C** to Create and press **<ENTER>**.
  - **<Tab>** to Title:, press **<CTRL> J** to clear field, and type the name of the task.
  - Type Start Date and press **<ENTER>**.
  - Type Description and press **<ENTER>**.
  - Type Due Date and press **<ENTER>**.
- 

**Select**

Use the **SEL** command to move Tasks into the Current Item Block.

- Type **SEL** and press **<ENTER>**.
  - Complete Select Task Form:  
  
Start Date **<Tab>**  
Category **<Tab>**  
Title  
  
and press **<ENTER>**.
-

**Read**

---

Use **R** to Read Tasks in the Current Item Block.

- **SE**Lect the Task.
  - Type **R** and press <ENTER>.
- 

**Edit**

Use **P** to Print Tasks in the Current Item Block.

- **SE**Lect the Tasks.
  - Type **P** and press <ENTER>.
  - Complete the print form and press <ENTER>.
- 

**Close**

Use **CL** to CLoSe Tasks in the Current Item Block.

- **SE**Lect the Task.
  - Type **CL** and press <ENTER>.
  - Type completion date and press <ENTER>.
  - Type comments if desired and press <ENTER>.
-

Delete

To Delete a task:

- **SE**lect the Task to delete.
  - Type **D** and press **<ENTER>**.
  - Press **<ENTER>** to confirm Deletion.
- 

Index

Use **I** to list an Index of Tasks.

- Type **I** and press **<ENTER>**.
  - Complete the Index For  
or
  - Press **<ENTER>** to list entire Index.
-

---

**PERSONNEL DIRECTORIES**

---

**INTRODUCTION**

The Personnel Directories option provides a list of personnel, room numbers, and office phone numbers of staff assigned to the Executive Office of the President. A Personal Rolodex is available for OASIS users to maintain a directory of names, addresses, and telephone numbers for personal use.

From the EOP Main Menu, type **DIR** and press **<ENTER>** to list the Personnel Directories Menu.

---

**EOP DIRECTORY**

To list a name from the EOP Directory,

- Type **EOP** and press **<ENTER>**.
  - Type a few characters of the last name and press **<ENTER>**,
- or
- Type **LAST NAME, FIRST NAME** and press **<ENTER>**.
- 

**CHANGE  
REQUEST**

Use the Change Request option to add, delete, or modify information contained in the EOP Directory.

- Type **CR** and press **<ENTER>** to display the EOP Directory Change Request.
  - Type part of the name and press **<ENTER>**. Use the **<Up Arrow>** to change mode (modify, delete, or add). Press **GOLD L** to list options.
-

**PERSONAL  
ROLODEX**

---

Use **PER** to create a **PErsonal Rolodex** of personal telephone numbers and addresses.

- Type **PER** and press **<ENTER>**.
  - Type **C** to Create a new entry and press **<ENTER>**.
  - Complete Personal Phone Directory form and press **<ENTER>**.
- 

**Commands**

Use the following commands with the Personal Rolodex:

- **C** Create
  - **E** Edit
  - **D** Delete
  - **P** Print
  - **R** Read
  - **I** Index
  - **RI** Recall Index
-

USER SETUP

---

**INTRODUCTION**

The User Setup option contains information about your user profile. It allows you to modify personal details, change working conditions, and specify other OASIS users who can access your calendar.

From the EOP Main Menu, type **US** and press **<ENTER>**. Options available are:

- **CP** Change Password
- **SPD** Set Personal Details
- **SWC** Set Working Conditions

This section provides information concerning each of these options.

---

**CHANGE  
PASSWORD**

Your password expires every 30 days. The Change Password option allows you to renew your password.

Type **CP** from the User Setup Parameters Menu and press **<ENTER>**. The system displays fields for:

- Old Password: **<Enter old password>**  
press **<Tab>**
  - New Password: **<Enter new password>** press **<Tab>**
  - Verification: **<Enter new password again>** press **<ENTER>**.
-

**WORKING WITH  
SCREENS AND  
FIELDS**

---

To assist you in working with the remaining User Setup options, use the following keystrokes:

- |             |                                  |
|-------------|----------------------------------|
| <Tab>       | Moves to the next field.         |
| CTRL H      | Moves to the previous field.     |
| CTRL J      | Clears the field.                |
| GOLD L      | Provides a list of options.      |
| <ENTER>     | Saves changes.                   |
| <Keypad 0>  | Exits the screen without saving. |
| <Page Down> | Moves to the next screen.        |
| <Page Up>   | Moves to the previous screen.    |
- 

**SET PERSONAL  
DETAILS**

The Set Personal Details option allows you to update personal information, such as a change in work location.

From the User Setup Parameters Menu, type **SPD** and press <ENTER>. There are two screens of fields for personal information.

---

**SET WORKING  
CONDITIONS**

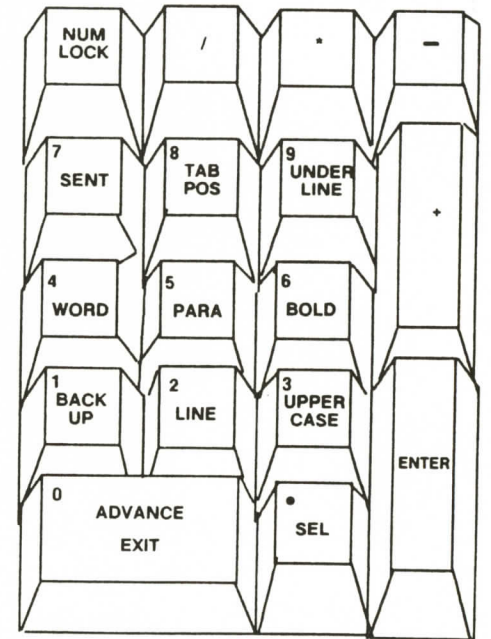
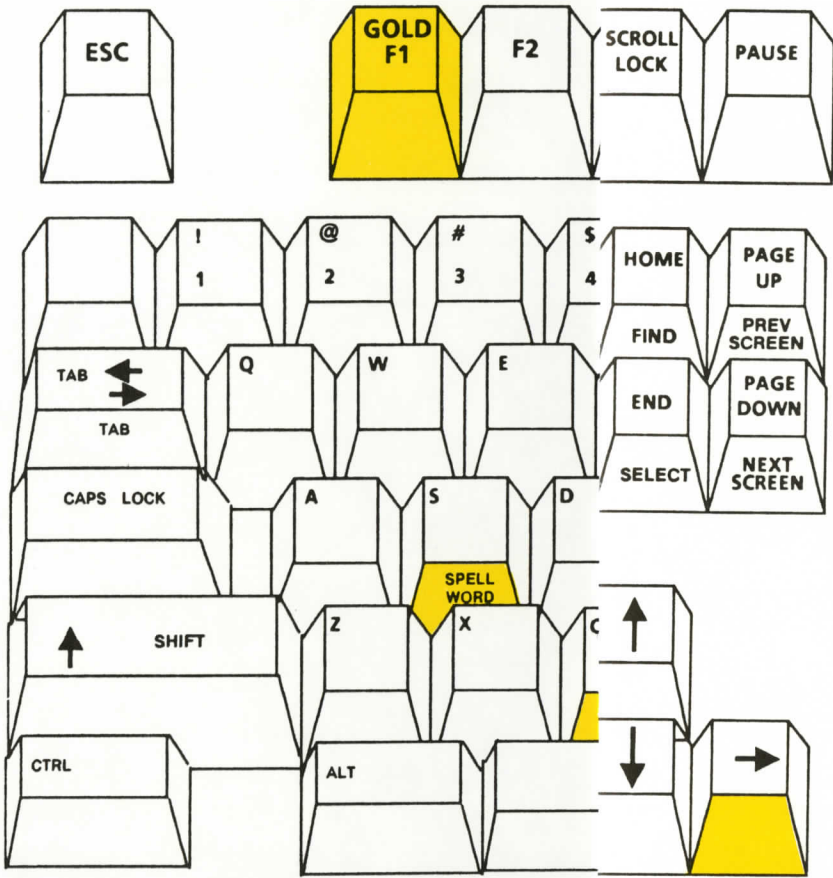
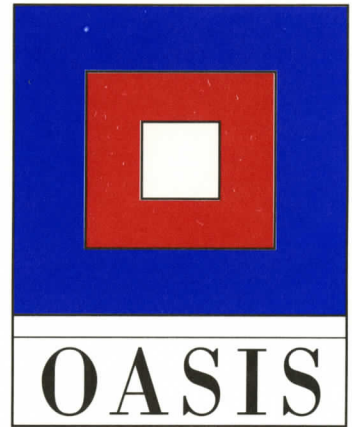
---

The **Set Working Conditions** option allows you to change conditions about your working environment, such as calendar and date format and working hours.

Access this option from the User Setup Parameters Menu by typing **SWC** and pressing **<ENTER>**. There are two screens of fields for entering information.

Some of the fields you may wish to consider changing include:

- Display Tasks (Y/N)
  - Working Week (Start and End Hour)
  - Calendar Time Increment (in Minutes)
-



For A

FEATURES:	KEYST	KEYSTROKES
Clear Field	<CTRL>	GOLD M
Exit ALL-IN-1	EX (from	<CTRL> H
Exit Screen	<Keypad O	<CTRL> W
Exit Training	GOLD X	<Keypad Del (. )> or <End> Key SC (From Menu)
FEATURES:	KEYST	KEYSTROKES
Advance	<Keypad	GOLD K
Backup	<Keypad (tc.)	GOLD R
Beginning of Line	GOLD le	<Keypad Del (. )> or <End> Key
Bold	<Keypad	<Keypad 7>
Bottom of Document	GOLD B	GOLD S (in Document)
Center	GOLD C	<Tab>
Cut	<Delete>	<Keypad 8>
Date and Time	GOLD \	GOLD T
End of Line	GOLD ri	<Keypad 9>
Exit (SAVE)	GOLD F	<Keypad 3>
File Document	GOLD F	<Keypad 4>
Find	<Home>	

*For GOLD key feature key and press key specified.*

---

---

EXECUTIVE WORD PROCESSING/EDITING

The keystrokes listed below perform the same stated functions within the Electronic Messaging System.

<u>Function</u>	<u>Keystrokes</u>	<u>Purpose</u>
Advance	<Keypad 0>	Moves the cursor forward one character position and sets direction.
Backup	<Keypad 1>	Moves the cursor backward one character position and sets direction.
Beginning of Line	GOLD <---	Moves the cursor to the beginning of the line.
Bold	<Keypad 6>	Use to bold text one character at a time. To bold several characters, use the <End> key to select the beginning of bolded text; move the cursor to the end of text; then press <Keypad 6>.  Use GOLD <Keypad 6> to remove bolding.
Bottom Document	GOLD B	Moves the cursor to the bottom of the document.
Center	GOLD C	Centers text.

---

---

Cut	<Delete>	SELECT the beginning of the text using the <End> key, move cursor to end of text, and press <Delete> key. (<Delete> and <End> keys located above cursor arrows.)
Date and Time	GOLD \	Inserts current date and time.
End of Line	GOLD -->	Moves cursor to the end of the line.
File Message	GOLD F	Files the document.
Find	<Home>	Searches for a string of text. (The <Home> key is located above the cursor keys.)
Get Document	GOLD G	Gets a document and inserts it into the current document.
Help	GOLD H	Provides on-line help.
Interrupt Menu	GOLD I	Interrupts the current task to do other ALL-IN-1 functions.
Linguistic Aids	GOLD J	Provides spell check and Thesaurus capability.
Line	<Keypad 2>	Moves the cursor to the beginning of the next line.
Menu	GOLD M	Displays an editor menu.
Page Marker	GOLD P	Inserts a page marker.

Paragraph	<Keypad 5>	Moves the cursor to the beginning of the next paragraph.
Paste	<Insert>	Inserts cut text.
Quit	GOLD K	Quits the editing session without saving.
Ruler	GOLD R	Lets you modify the ruler which controls the appearance of your document.  To indent, replace the letter T with a W at the desired location.
Select	<End>	Used to mark text. To de-select text, use GOLD <End>. The <Keypad Del (.)> may also be used to mark text.
Sentence	<Keypad 7>	Moves the cursor to the beginning of the next sentence.
Spell Check	SC	Performs a spell check on a document already filed.
Spell Word	GOLD S	To verify the spelling of the current word.
Tab	<Tab>	Tabs to the next tab setting.
Tab Position	<Keypad 8>	Moves the cursor to the nearest tab position.

---

Underline	<Keypad 9>	Use to underline text one character at a time. To underline several characters, use the <End> key to select the beginning of underlined text; move the cursor to the end of text; then press <Keypad 9>.
		Use <b>GOLD</b> <Keypad 9> to remove underlining.
Uppercase	<Keypad 3>	Used to change lowercase letters to uppercase.
<hr/>		
<b>Moving the Cursor</b>		Use a combination of directional and distance keys to position the cursor to the desired location within the text.
Directional	<Keypad 0>	Used to advance the cursor one character position and sets direction.
	<Keypad 1>	Used to move the cursor backward one character position and sets direction.
	<ARROW KEYSs>	Moves the cursor one character position in the specified direction.
Distance	<Keypad 4>	Extends the directional command to the beginning of the next WORD.
	<Keypad 7>	Extends the directional command to the beginning of the next SENTENCE.
	<Keypad 2>	Extends the directional command to the beginning of the next LINE.
	<Keypad 5>	Extends the directional command to the beginning of the next PARAGRAPH.

---

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